



# Kemsing Primary School



**KEMSING**  
PRIMARY SCHOOL

## Key Stage 1 Class Teacher Job Description

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| <b>School:</b> Kemsing Primary School           | <b>Location:</b> Sevenoaks Kent  |
| <b>Job title:</b> KS1 Class teacher             | <b>Salary range:</b> MPS (pro rata) in accordance with the School Teachers' Pay and Conditions Document (STPCD). |
| <b>Full Time/Part Time:</b> Part-time - 0.4 fte | <b>Responsible to:</b> Executive Headteacher / Assistant Headteacher   |

### Job Purpose

- To carry out the professional duties of a teacher in accordance with the Teachers' Standards, STPCD and school policies, providing high-quality teaching and learning for pupils in Year 2.
- The successful candidate will work collaboratively within a job share arrangement to ensure continuity, consistency and excellent outcomes for all children.
- The postholder will contribute positively to the inclusive, nurturing and ambitious ethos of Kemsing Primary School and the wider Darent Federation.

### Main duties and responsibilities

#### Teaching and Learning

- Plan and deliver high-quality lessons which inspire, motivate and challenge pupils.
- Create a stimulating and purposeful learning environment where children feel safe, valued and encouraged to achieve their best.
- Teach the Year 2 curriculum effectively, ensuring progression and continuity in learning.
- Adapt teaching to respond to the strengths and needs of all pupils, including those with SEND, disadvantaged pupils and higher attaining children.
- Use assessment effectively to inform teaching, identify gaps in learning and secure strong pupil progress.
- Maintain high expectations for behaviour, attitudes to learning and presentation.
- Promote children's independence, resilience and confidence as learners.

**Job Share Responsibilities**

- Work closely and professionally with the job share partner to ensure consistency in planning, teaching approaches, assessment, behaviour expectations and communication with parents.
- Maintain detailed and organised handover systems to ensure smooth transitions between teaching days.
- Jointly contribute to medium- and long-term planning and share responsibility for pupil outcomes.
- Communicate regularly regarding pupil progress, safeguarding concerns, parental communication and classroom organisation.

**Assessment and Pupil Progress**

- Assess, record and report on pupil attainment and progress in line with school policy.
- Use formative and summative assessment effectively to support learning.
- Participate fully in pupil progress meetings and moderation activities.
- Prepare reports and attend parent consultation meetings as required.

**Behaviour and Safeguarding**

- Establish clear expectations and positive relationships which support excellent behaviour and wellbeing.
- Safeguard and promote the welfare of children in accordance with statutory guidance and school policies.
- Maintain accurate records and communicate concerns promptly using school procedures.

**Professional Responsibilities**

- Fulfil all responsibilities outlined in the Teachers' Standards.
- Work collaboratively as part of the wider school and federation team.
- Participate in staff meetings, INSET, training and professional development opportunities.
- Contribute to the wider life of the school, including enrichment opportunities, events and school community activities.
- Build positive relationships with parents, carers, colleagues and external professionals.
- Uphold and promote the values and ethos of Kemsing Primary School and the Darent Federation.

**Professional Knowledge and Skills**

- Fulfil all responsibilities outlined in the Teachers' Standards.
- Work collaboratively as part of the wider school and federation team.
- Participate in staff meetings, INSET, training and professional development opportunities.
- Contribute to the wider life of the school, including enrichment opportunities, events and school community activities.
- Build positive relationships with parents, carers, colleagues and external professionals.
- Uphold and promote the values and ethos of Kemsing Primary School and the Darent Federation.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal Review Cycle.